

Logging in to WebEOC

Step 1: Open your web browser. WebEOC is compatible with most commonly used browsers including, but not limited to, Internet Explorer, Google Chrome, Mozilla Firefox and Safari.

Step 2: Type in the WebEOC URL:
<https://webeoc.sema.dps.mo.gov/eoc7>

Step 3: Once at the WebEOC 8.0 Login page hit accept at the bottom to go to the next step of logging in.

Step 4: Type in your username and password. Your username will be your professional email address. If you have forgotten your password contact the WebEOC admin team or click the link that says “**Forgot Username/Password?**” When ready to continue hit **Log In**.

-Note: After three failed attempts you will be “locked out” of the system; wait five minutes for your account to unlock.

Step 5: Select the appropriate position and incident from the drop-down list. Make sure the correct incident is chosen when logging in to view relevant and current information. When finished hit **Continue**.

-Note: The default incident will be a monthly reporting incident (e.g. 2016 August Incident Reporting)

Step 6: Confirm the information on the additional login page is correct. This should automatically fill from the last log in. Name, Location, Phone Number and Email are required.

Once logged in you should see the Home screen

Logging Out:

To Log out either click the **Logout** button located next to your username or simply “X” our of the window.

The screenshot shows the 'WebEOC 8.0 Login' page. It has a blue header with the title. Below the title are two input fields: 'Username' and 'Password'. A red arrow points from a 'Step 4' box to the 'Password' field. Below the fields is a blue 'Log In' button. At the bottom, there are two links: 'New User? Click here to create an account.' and 'Forgot Username/Password?'.

The screenshot shows the 'WebEOC 8.0 Login' page with additional options. It has a blue header with the title. Below the title are two dropdown menus: 'Position' (set to 'A Bates City of Adrian MGT') and 'Incident' (set to '2016 August Incident Repo'). A red arrow points from a 'Step 5' box to the 'Incident' dropdown. Below the dropdowns are two buttons: 'Cancel' and 'Continue'. At the bottom, there is a link: 'Register for a Position'.

The screenshot shows the 'WebEOC 8.0 Login' page with 'Additional Login Information'. It has a blue header with the title. Below the title is a section titled 'Additional Login Information' in yellow. There are five input fields: 'Name', 'Location', 'Phone Number', 'Email', and 'Comments'. A red arrow points from a 'Step 6' box to the 'Name' field. Below the fields are two buttons: 'Cancel' and 'Continue'.

The screenshot shows the WebEOC 8.0 Home screen. At the top, there is a navigation bar with the text 'Welcome, sebastian.gely@sema.dps.mo.gov (Logout) You are logged in as A Bates City of Adrian MGT EM' and '2016 August Incident Reporting'. Below the navigation bar is a 'Logout' button. The main content area has a section titled 'Notifications'. On the left, there is a circular logo for the Missouri State Emergency Management Agency (SEMA) and the text 'sebastian.gely@sema.dps.mo.gov SEMA'. On the right, there is a 'System-wide Message' box with the text: 'The Missouri State Emergency Management Agency Welcomes You to WebEOC Version 8! If you have any questions please call or email Sebastian Gely (Sebastian.gely@sema.dps.mo.gov or 573-680-2850).'